LICENSE SPECIALIST

POSITION TITLE: LICENSE SPECIALIST

RESPONSIBLE TO: THE CHIEF OF LICENSING

SUPERVISORY RESPONSIBILITY: NONE

DEFINITION AND SUMMARY

Under general supervision of the Chief of Licensing, performs specialized duties involving licensing and licensing renewal of physicians, physician assistants, perfusionists and practitioners of respiratory care.

ASSIGNED RESPONSIBILITIES

- Advise applicants and licensees, as applicable, of licensure requirements and make initial determination of eligibility for licensure or renewal of licensure;
- O Process all licensing matters required by statute and regulation for applicants and licensees for all Board licensee types;
- Prepare and process correspondence;
- o Prepare, maintain and process application and licensure files;
- o Prepare statistical and other reports relating to licensing;
- o Track legislatively mandated information;
- o Other specialized duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- o Ability to interact effectively at a high level with applicants, licensees, the public and other government agencies;
- o Ability to learn complex licensing requirements and procedures;
- o Ability to maintain confidentiality of information;
- o Ability to act independently when appropriate;
- o Ability to learn and apply established procedures;

- o Ability to work accurately and rapidly with names, numbers and acronyms;
- o Ability to utilize computer software programs;
- o Ability to work under pressure and meet deadlines;
- o Ability to interpret written and oral instructions;
- o Ability to travel as required.

EDUCATION, TRAINING AND EXPERIENCE:

O A Bachelor's Degree from an accredited college or university, or four years of equivalent experience in a related field can be substituted.

LICENSES AND CERTIFICATES:

o Hold or be able to acquire a valid Nevada driver's license or an equivalent government-issued identification appropriate for air travel.